



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

IN REPLY REFER TO:

MCO 7220.12N
MPO-40

MAR 07 2006

MARINE CORPS ORDER 7220.12N


From: Commandant of the Marine Corps
To: Distribution List

Subj: SPECIAL DUTY ASSIGNMENT (SDA) PAY PROGRAM

Ref: (a) Title 37, Section 307
(b) DoD Instruction 1304.27
(c) DoD 7000.14-R, Volume 7A
(d) MCO P1080.40

Encl: (1) Special Duty Assignment (SDA) Pay Policy
(2) Special Duty Assignments

1. Situation. To provide instructions for the award and administration of SDA pay per references (a) through (d).
2. Cancellation. MCO 7220.12M.
3. Mission. Special Duty Assignment (SDA) pay is a monthly monetary incentive that is paid to enlisted members who are required to perform extremely demanding duties or duties demanding an unusual degree of responsibility. Enclosures (1) and (2) provide specific guidance for this program.
4. Execution. Addressees will award SDA pay per this Order and report per MCO P1080.40.
5. Administration and Logistics. Commanders will ensure that all Marines eligible for SDA pay are validated annually. All exceptions to the policy must be submitted to CMC (MPO-40) for determination.
6. Command and Signal. This Order is effective on the date it is signed.
7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


M. F. APELEGATE
By direction

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SPECIAL DUTY ASSIGNMENT (SDA) PAY POLICY

1. Policy

a. SDA pay is paid in addition to any pay and allowances to which the member is otherwise entitled. SDA pay may be awarded to an eligible member serving in a designated special duty assignment as listed in enclosure (2) of this Order.

b. Local commanders will conduct annual audits regarding individual eligibility and payment of SDA pay. MCO P1080.40 contains instructions concerning unit diary reporting requirements for SDA pay. A unit diary entry is required when SDA pay is either awarded or terminated. Criteria for award of SDA pay and individual member eligibility are contained in this enclosure and in enclosure (2) of this Order.

c. The SDA award levels and corresponding monthly rates (effective 01 October 2003) are:

- (1) SD-1 (\$75)
- (2) SD-2 (\$150)
- (3) SD-3 (\$225)
- (4) SD-4 (\$300)
- (5) SD-5 (\$375)
- (6) SD-6 (\$450)

2. Criteria for Designation of SDA. An assignment may be considered for award of SDA pay, provided it meets the conditions listed below:

a. The assignment involves demanding duties or duties demanding an unusual degree of responsibility. In this context, duties are normally considered demanding if they require an extraordinary effort for satisfactory performance. A special duty assignment is considered to have an unusual degree of responsibility when a heavy personal burden is placed upon the member to ensure the successful accomplishment of assigned duties. In assessing the criteria for designation of a special duty assignment, the key test is whether the duties involve a greater degree of responsibility or arduousness than that which could reasonably be expected in a regular military assignment for a member's grade and experience.

b. The assignment requires special qualifications that are met by screening and special schooling above what is provided by a brief orientation, such as Recruiters or Drill Instructor school.

c. Recommendations for designating SDA pay to billets in addition to those listed in enclosure (2) may be submitted to CMC (MPO-40).

ENCLOSURE (1)

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3. Criteria for Individual Member Eligibility. An enlisted Marine is eligible to receive SDA pay if all of the following conditions are met:

a. The Marine is entitled to basic pay. Members of the Selected Reserves, who perform duties in billets designated for SDA pay during periods of inactive duty training are eligible for SDA pay on the same basis as authorized for active component personnel. The amount is limited to the amount for such members to one day of SDA pay for each drill period in which the reserve member successfully participates each month.

b. The Marine is serving in the rank of lance corporal or higher.

c. The Marine is assigned to and working in an authorized special duty assignment.

d. The Marine has completed the special schooling required for qualification in the special duty assignment or has completed equivalent on-the-job training, if applicable per the Military Occupational Specialties (MOS) Manual, MCO P1200.7. The duration of on-the-job training must be as long as the formal school training and fully qualify the Marine in the special duty assignment. Sergeants Major and First Sergeants or other personnel assigned to an authorized special duty assignment (MOS 9999 billet) are qualified and authorized to receive SDA pay.

e. A Marine is designated by CMC as qualified to serve in an authorized SDA billet as validated by the T/O. In the event that the T/O does not provide for a special duty assignment, SDA pay is not to be awarded, i.e., if the unit does not rate a career retention specialist, then the unit does not have an SDA billet regardless of how many personnel hold the MOS 8421 or whether personnel are performing career retention duties in a collateral status.

(1) Over-staffs/Turnovers. When the number of personnel exceeds the authorized SDA billets as set by the T/O, SDA pay will continue for the outgoing Marines for 90 days provided those Marines meet the prerequisites as established in this Order. For the inbound Marine, SDAP will start once he fills the billet for which the pay is assigned to. For example of this occurs when a new career retention specialist joins a unit and undergoes turnover with the outgoing career retention specialist. In this example, the unit commander has assigned both personnel to the career retention duties and responsibilities. The outgoing specialist will be entitled to SDA pay for 90 days.

f. In the event that a billet is withdrawn from SDA status, the Marine must attain eligibility contained in paragraphs 3a through 3e prior to the effective date the SDA is cancelled.

ENCLOSURE (1)

g. Meets other conditions of eligibility as directed by CMC.

4. Administration of Awards. Eligible members assigned to a duty designated for SDA pay will be awarded the current award level for that assignment.

a. Maintenance. Except as otherwise provided in this paragraph, members receiving SDA pay will serve in the SDA for which the pay is based. When any member receiving this pay is assigned to a duty that does not qualify for such pay, SDA pay will be terminated at the time of reassignment. This provision does not apply to the following members who are:

(1) Performing additional duties that do not interfere with the performance of the SDA;

(2) Performing temporary or special duty assignment not exceeding 90 days;

(3) Attending a course of instruction where the course is directly related to or is necessary for the continued qualification in the SDA;

(4) In a patient status that is not due to disease resulting from intemperate or excessive use of alcohol or habit-forming drugs and where upon recovery the member will resume the SDA;

(5) On authorized leave (NOTE: the exception to this is terminal leave); or

(6) Transferring between similar, consecutive assignments entitled to SDA pay (i.e., recruiter transferring from one recruiter billet to another).

b. Reduction and Termination. When a SDA billet is designated for reduction or termination of award, an effective date for the reduction or termination shall be established and announced to the field at least 60 days in advance.

(1) Marines serving in a SDA designated for termination of award shall have their SDA pay reduced by one-half on the effective date of the termination. Receipt of the one-half rate shall be limited to a 1-year period following the effective date of the termination. Entitlement shall depend upon continued qualification and service in the special duty assignment upon which their pay is based.

(2) No awards of SDA pay shall be made to Marines attaining eligibility in a SDA skill on or after the effective date the SDA, is designated for termination of award.

ENCLOSURE (1)

07 MAR 2006

(3) A Marine's SDA pay award will be terminated if it is determined that the Marine has failed to maintain the minimum level of qualification required for satisfactory performance in the SDA. In no case will a Marine's SDA pay be terminated on a probationary basis either as a result of administrative or punitive action. SDA pay will only be terminated incident to relief and removal from the assignment as authorized by the commanding officer or officer in charge. Other reasons that effect termination are:

(a) Reclassification. When a Marine receiving special duty assignment pay is reclassified to a different military occupational specialty (MOS), the Marine's SDA pay shall be terminated in accordance with Table 8-2, of DoD 7000.14, Volume 7A (DODFMR) unless the Marine is assigned to another MOS eligible for SDA pay.

(b) Confinement. When a Marine is confined, the effective date of termination of SDA pay will be the date of confinement resulting from a court-martial sentence or the date of confinement resulting from non-judicial punishment. Pre-trial confinement does not result in termination of SDA pay.

(c) Medical. If a medical condition is due to disease resulting from intemperate or excessive use of alcohol or habit-forming drugs, the SDA status will continue but the entitlement to SDA pay will stop while the Marine is either in a patient status or in a convalescent leave status. If the medical condition is not due to disease resulting from intemperate or excessive use of alcohol or habit-forming drugs, but exists for more than 12 months, the Marine will receive SDA pay through the last day of the 12th month upon which the entitlement will be withdrawn/terminated.

(d) Separation from Active Service. When a Marine does not reenlist within 24 hours, the effective date of termination of SDA pay will be the date of discharge or release from active duty.

(e) Directed Termination. When directed by the CMC, SDA pay is no longer authorized.

5. Administrative.

a. Awards and revocation of awards will be affected by means of a unit special order or standard letter format. The effective date of the award will be the effective date indicated in the order or correspondence. A unit special order or award letter is not required for every change in SDA pay rate once the initial entitlement is established.

b. Unit diary procedures are described in MCO P1080.40

ENCLOSURE (1)

07 MAR 2008

SPECIAL DUTY ASSIGNMENTS

1. Special Duty Assignment (SDA) Pay for Recruiters. Enlisted personnel, including Active Reserves (AR), who possess an additional MOS 8411/8412 or primary MOS 8412 and perform the duties in an authorized 8411/8412 billet within the recruiting service, if otherwise qualified per paragraph 3 of enclosure (1) to this Order, are eligible for SDA pay. The recruiting service includes the Marine Corps Recruiting Command and the Marine Corps Reserve Prior Service Recruiting Division. The SDA award level for recruiters is SD-6 and is set by the Assistant Secretary of Defense for Force Management Policy (Accession Policy).

2. SDA Pay for Sergeants Major Serving on Recruiting Duty

a. Authority is granted to pay SDA pay to sergeants major who are filling authorized 9999 T/O billets at recruiting stations and district headquarters, as the Sergeant Major of Recruiter's School, and as the Sergeant Major of the Marine Corps Recruiting Command, if otherwise qualified under paragraph 3 of enclosure (1) to this Order.

b. SDA Pay Levels

(1) Sergeants Major, Recruiter's School and Recruiting Station: SD-4

(2) Sergeants Major, Marine Corps Recruiting District: SD-3

(3) Sergeant Major, Marine Corps Recruiting Command: SD-2

c. For the purpose of definition, "recruiting duty" will be defined as duty with the recruiting service in an authorized 8411/8412 or 9999 T/O billet.

3. SDA Pay for Career Retention Specialist. Career retention specialists, including AR personnel, who possess the MOS 8421 and are filling authorized MOS 8421 T/O billets, and are otherwise qualified per paragraph 3 of enclosure (1) to this Order, are authorized SD-2.

4. SDA Pay for Drill Instructors

a. Authority is granted to pay SDA pay to personnel who possess an additional MOS 8511, and are assigned and performing the requisite duties in an authorized T/O billet as an 8511 in either of the Marine Corps Recruit Depots (MCRD), Officer Candidates School (OCS), Quantico or Naval Aviation OCS Pensacola, FL and are otherwise qualified under paragraph 3 of enclosure (1) to this Order are authorized SD-5.

ENCLOSURE (2)

07 MAR 2006

b. Additional SDA Pay Levels

(1) First Sergeants, Recruit Company, OCS Letter Company and Drill Instructor School: SD-4.

(2) Sergeants Major serving in designated (9999) billets at Recruit Training Regiment and Recruit Battalion: SD-3.

(3) Sergeants Major, MCRD and OCS: SD-2.

c. EXCEPTION: 8511s not Authorized SDA Pay. Assistant Marine Officer Instructors (AMOI)/Senior Enlisted Advisors (SEA) serving at the Naval Academy, Merchant Marine Academy, Universities, Colleges, or any type of prep school are not authorized SDA Pay unless assigned as summer augments to OCS filling authorized 8511 T/O billets and only for those periods of augmentation.

5. SDA Pay for Marine Combat Instructor. Personnel who possess the MOS 8513, are filling authorized MOS 8513 T/O billets at the Schools of Infantry, and are otherwise qualified per paragraph 3 of enclosure (1) to this Order, are authorized pay at SD-2.

6. SDA Pay for Marine Security Guard (MSG). Personnel who are assigned to a T/O billet MOS 8151 within the MSG Battalion and are otherwise qualified per paragraph 3 of enclosure (1) to this Order are authorized SD-2. First Sergeants, Letter Companies, and (MSG) Battalion personnel who are qualified per paragraph 3 of enclosure (1) to this order, are authorized SD-1.

7. SDA Pay for Helicopter Rescue Swimmers. Special duty assignments for helicopter rescue swimmers are authorized at MCAS Cherry Point. The air station is authorized to award SD-3, to no more than six swimmers (turnovers may exceed this but not for more than the period described in paragraph (3e) of enclosure (1). Personnel must have completed the Rescue Swimmer School at Naval Aviation Schools Command, Pensacola, Florida. Helicopter rescue swimmer assignments are voluntary in nature, are not reflected on any T/O, and the skill is not designated by a secondary MOS.

8. SDA Pay for Naval Test Parachutist. Naval test parachutists must receive training and certification from the Naval Air Warfare Center, China Lake, CA. Marine Corps Systems Command, Quantico, VA is authorized naval test parachutists per T/O 5055A, line numbers 731, 732, 732A, 733 and 756, and is authorized to award SD-4 pay to naval test parachutists.

ENCLOSURE (2)

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NOTE: Members participating in testing, who volunteer for such testing and are not assigned to Marine Corps System Command T/O 5055A, are not eligible for SDA pay.

9. SDA Pay for Joint Assignments. The Deputy Assistant Secretary of Defense for Military Personnel Policy (Compensation) establishes SDA pay levels for joint billets in order to maintain equity across the services.

a. Personnel assigned to the Joint Communications Unit, the Marine Corps Regional Support Element, the White House Military Office or the White House Communications Agency filling authorized T/O billets are eligible for SDA pay per the criteria provided below.

(1) Operational Personnel (Category A): SD-5

(2) Operational Personnel (Category B): SD-4

(3) Support Personnel (Category C): SD-3

b. Personnel assigned to the Joint Communications Unit, Joint Special Operations Command, Fort Bragg, NC are eligible for SDA pay as follows:

<u>MCC</u>	<u>RUC</u>	<u>T/O</u>	<u>BIC</u>	<u>Cat</u>	<u>SD LEVEL</u>	<u>Plt Code</u>	<u>UIC</u>
TDH	31001	5011	MS410800070	C	3	JSOC	MS4108
TDH	31001	5011	MS410800079	B	4	JSOC	MS4108
TDH	31001	5011	MS410800064	C	3	JSOC	MS4108
TDH	31001	5011	MS410800089	B	4	JSOC	MS4108
TDH	31001	5011	MS410800090	B	4	JSOC	MS4108
TDH	31001	5011	MS410800093	B	4	JSOC	MS4108
TDH	31001	5011	MS410800092	B	4	JSOC	MS4108
TDH	31001	5011	MS410800097	B	4	JSOC	MS4108
TDH	31001	5011	MS410800095	B	4	JSOC	MS4108
TDH	31001	5011	MS410800099	B	4	JSOC	MS4108
TDH	31001	5011	MS410800101	B	4	JSOC	MS4108
TDH	31001	5011	MS410800072	C	3	JSOC	MS4108
TDH	31001	5011	MS410800074	C	3	JSOC	MS4108

c. Personnel assigned to the Defense Threat Reduction Agency T/O 5037, UIC MS4211, BICs MS421100020, MS421100015, MS421100017, and MS421100016 are authorized SD-2.

ENCLOSURE (2)